

Comptroller's Directive No. 3-07

Attachment 1

Checklist to Determine Information Required by Comptroller's Directive

Purpose	<p>This attachment will help agencies determine what information must be submitted to DOA as required by this Directive. Some information / attachments are required by all agencies and other information / attachments are only required to be submitted by certain agencies.</p>
Applicable agencies	<p>All agencies must complete this attachment.</p>
Due date	<p>July 19, 2007</p>
Certification tab	<p>The Certification section is new for FY 2007, and it requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed, the information is both complete and accurate, and the preparer and reviewer were not the same individual for any tab.</p>
Submission requirements	<p>Contact DOA if the agency has any problems with the files.</p> <p><u>After downloading the files, rename the spreadsheet file using the agency number followed by Att1.</u> For example, agency 151 should rename its Attachment 1.xls file as 151Att1.xls.</p> <p>Submit the Excel spreadsheets electronically to finrept-agvatt@doa.virginia.gov.</p> <p>Copy APA via e-mail to APAFinRept@apa.virginia.gov.</p> <p>Do <u>not</u> submit paper copies of the Excel attachment.</p>

Continued on next page

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Spreadsheet instructions

Complete the Checklist Tab to determine what information must be submitted. **All questions on the Checklist Tab must be answered in order for the Summary tab to be accurate.**

After completing the **Checklist** Tab, review the **Summary** Tab.

Additional information requests

DOA may contact agencies to provide additional information necessary to prepare the Commonwealth's Comprehensive Annual Financial Report.
